

Washington County
Class Description & Specification

Class Title:	Information Systems Tech	Index Code:	
Division:	Administration	Effective Date:	03/07
Department:	Library	Revised Date:	
Career Service:	Yes	FLSA Status:	Non Exempt

General Purpose

Performs a variety of technical duties related to the administration of Horizon.
Provides technical support and training of Horizon to library staff at all branches.
Provide patron support and help in computer lab and assists other computer library staff in other branches.

Supervision Received

Works under the general supervision of the Library Director.

Supervision Exercised

None

Essential Functions

Serves as Information System Tech to Horizon. Uses specified documentation and assistance from software vendor to provide support to library staff. Assists staff and patron in navigating the public access catalog or other electronic resources or databases. Coordinates with County IT and maintains relationships with systems and network administrators and IT technicians.

Serves as Computer Lab Support Technician for public computers. Assists public in general computer issues – accessing Internet, printing, document creation, etc. Assists other library branches with patron computer issues.

Performs other duties as assigned.

Minimum Qualifications

1. Education and Experience

- a. Associate's Degree from college or university;

OR

- b. Equivalent combination of education and experience.

2. Knowledge, Abilities, and Skills

Knowledge of methods, practices, and procedures of a library.
Basic Windows, computer, and Internet skills.
Able to communicate effectively both orally and in writing.

3. Special Qualifications:

Must possess a valid Utah Driver License

4. Work Environment

Tasks require a variety of physical activities such as walking, standing, stooping, and reaching. Talking, hearing, and seeing are essential to performance of essential duties. Driving to remote parts of the county may be necessary. Troubleshooting of Horizon utilizes analytical thinking, memory for details, and a desire to read documentation. Emotional stability is required for dealing with difficult situations, difficult personnel, and the stress of emergencies that arise.